



# **SPECIAL WORK2FUTURE FOUNDATION AGENDA**

**Thursday, September 18, 2014**

10:00 am

Business Services & Administration Facility

5730 Chambertin Dr.

San José, CA 95118

408.794.1200

<http://www.work2futurefoundation.org>

**Benny Boveda, work2future Foundation Board Chair**  
**Sima Yazdani, work2future Foundation Board Vice Chair**  
**Joy Salandanan, work2future Foundation Treasurer**  
**Elizabeth Kaylor, work2future Foundation Secretary**

For questions regarding this agenda, please call Rose Sahagun at (408) 794.1239. To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Rose Sahagun at 408.794.1239 or call 408.294.9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

## **NOTICE TO THE PUBLIC**

Good afternoon, my name is Benny Boveda, and in my capacity as Chair of the work2future Foundation Board I would like to welcome you to the work2future Foundation meeting of September 18<sup>th</sup>, 2014.

The procedure for this meeting is as follows:

- The Foundation Secretary will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment will then be given two (2) minutes each to comment
- work2future Foundation staff and/or work2future Foundation Directors will present recommendations for each action item on the agenda.
- Foundation Directors may ask questions of work2future staff and other Foundation Directors.
- Foundation Directors may take action on any item designated as an action item.
- Copies of the agenda have been placed on the table near the door for your convenience.
- work2future Foundation Directors may only discuss items listed on the Agenda.

**SPECIAL WORK2FUTURE FOUNDATION MEETING**  
**September 18, 2014**  
**10:00 am**

**ORDER OF BUSINESS**

**I. QUORUM VERIFICATION**

**II. OPENING REMARKS**

**III. AGENDA ITEMS**

**A. Old Business**

**1. Minutes Approval {Action}**

Approval of the June 19th, 2014 work2future Foundation Minutes.

**B. New Business**

**1. Executive Director Hired {Discussion}**

work2future Foundation has hired David Mirrione as Executive Director.

**2. Financial Updates {Discussion}**

Discussion of the work2future Foundation's Statement of Financial Position and Statement of Financial Activities.

**3. On-the-Job Training & Proposition 39 Funding {Action}**

Acceptance of On-the-Job Training and Proposition 39 Pre-Apprenticeship Grant funding pending the approval of work2future Board.

**4. Program Updates {Discussion}**

An update will be provided on the work2future Foundation Adult and Youth Program as well as initiatives.

**5. Underemployment Initiative Update {Discussion}**

An update will be provided on the Unemployment Initiative. A potential tool will be presented.

**6. Resignation of Officers {Action}**

Accept of the resignation of work2future Foundation Treasurer Joy Salandanan and Secretary Elizabeth Kaylor.

**7. New Officer Appointments {Action}**

Review and approve work2future Foundation accountant Susan Vuong as new Treasurer and Program Analyst Rose Sahagún as Secretary of the work2future Foundation.

**8. Foundation Site Visits {Discussion}**

Discussion of site visits for Board Members.

**9. Set Standard Agenda Items {Discussion}**

Discussion of standard agenda items for the Boards review.

**10. Set Board Meeting Calendar for 2014-2015 {Action}**

Discuss and approve of a monthly, bimonthly or quarterly Board Meeting calendar.

**C. Set Items for Next Agenda**

**D. Announcements**

**E. Next Meeting**

The next work2future Foundation meeting will be scheduled for a date and place to be determined by the work2future Foundation.

**IV. PUBLIC COMMENT**

**V. ADJOURNMENT**

## CODE OF CONDUCT FOR PUBLIC MEETINGS

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the work2future Foundation Board in an atmosphere of fairness, courtesy, and respect for differing points of view.

### 1. Public Meeting Decorum:

- a) Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b) Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c) Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
- d) Appropriate attire, including shoes and shirts, is required.
- e) Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed.

### 2. Addressing the work2future Foundation Board:

- a) Persons wishing to speak on an agenda item or during open forum are requested to complete a speaker card and submit the card to administrative staff at the meeting.
- b) Meeting attendees are usually given two (2) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate.
- c) Speakers should discuss topics related to work2future Foundation business on the agenda, unless they are speaking during open forum.
- d) Speakers' comments should be addressed to the full body.
- e) Abusive language is inappropriate.

Failure to comply with this Code of Conduct which does or will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

**All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the Foundation Board will be available for public inspection at work2future's Business Services and Administration facility at 5730 Chambertin Drive, San Jose, California at the same time that the public records are distributed or made available to the Foundation Board.**

**III (A) (1)**

**MINUTES APPROVAL**

**[ACTION]**

**DRAFT SPECIAL WORK2FUTURE FOUNDATION MEETING  
THURSDAY, JUNE 19, 2014  
ACTION MINUTES  
CTO: 10:07 A.M.**

**IV. QUORUM VERIFICATION**

**Present:** Benny Boveda, Rashad Said, Denise Boland, Sima Yazdani

**Absent:** Dr. Mark Novak

**V. OPENING REMARKS:** Read by Chair Benny Boveda.

**VI. AGENDA ITEMS**

**A. Old Business**

**1. Minutes Approval**

**ACTION:** Approval of the Minutes of April 17, 2014 work2future Foundation Board meeting.

Motion: Denise Boland

Second: Rashad Said

**B. New Business**

**1. Executive Director Recruitment**

work2future Workforce Investment Board Director Jeff Ruster provided the update on the status of the Executive Director Recruitment for the work2future Foundation. Mr. Ruster indicated that 12 applications had been received and most had experience in mainly fund development but lacked the workforce development knowledge that the position required. He stated that the 3 remaining qualified candidates would be going through the second round of interviews comprised of a panel of work2future Foundation board members.

The Foundation President indicated that final candidate would need to be approved by the board in order to be hired, and Mr. Ruster then suggested the next work2future Foundation Board meeting take place after the interviews are concluded. The Foundation Chair stated that he would make himself available for the July 10<sup>th</sup>, 2014 board meeting so that there would be a quorum then explained that Mr. Boveda would have to negotiate employment terms with the final candidate.

**2. work2future Foundation Update**

The Interim Director provided the update on the work2future Foundation. He began this discussion by commenting that the Foundation is running

smoothly since the transition from public to nonprofit entity and staff is highly motivated and engaged in providing service at the highest level.

He stated that currently the main priority was working on setting up and streamlining processes for the Foundation to improve delivery services as well as administrative procedures in response to the proposed work2future Foundation budget. He also indicated that client enrollments for both the Youth and Adult programs were increased in the month following the transition into the Foundation and clients have not felt a change in the delivery of services.

Furthermore, he explained that the training plan for this coming fiscal year was taking into account Labor Market Information to be provided not only to the Board but also to staff working with clients as well as the clients being served. He added that the Labor Market Specialist is meeting on a weekly basis with Career Advisors. He concluded by noting that there is now an integrated team approach to create a connection between client's appointment with career advisors to other units in the program such as employment specialists and training specialists in efforts to continue communication channels with clientele even after they exit the program.

The board Chair Benny Boveda inquired about employment trends and which industries currently had the most dislocated workers, to which the Interim Director responded that currently there are less applicants and more openings, prompting employers to hiring on the spot, giving the example of the last Youth Training Center Recruitment where there were 15 on-the-spot job offers. He also said there are no mass layoffs; however there is downsizing in sectors of food services and retail as well as a few layoffs do to vertical integration in the technology sector.

Mrs. Boland asked if the trend of high skilled jobs receiving low skilled applicants is still present and the Interim Director responded that the prevailing issue is income discrepancy as jobs continue to pay minimum wage but not a living wage. Mrs. Boland also inquired about dislocated workers applying to part time employment or lower wage employment to which the Interim Director replied that there are a lot of temp jobs or contracted positions but they do not have retention statistics yet.

The board Chair followed Mrs. Boland's question by asking if the training provided to customers was relevant to the needs of the Foundation clients. The Interim Director explained that staff is constantly gathering more data to make sure training available is based on Labor Market Research (LMI) and that this LMI data will be provided to clients so that it is actionable on the client end. Furthermore, he stated that staff is utilizing WANTED Analytics to identify where the top 100 job postings are.

The discussion continued with Mrs. Boland inquiry in regards to Youth finding long-term employment. The Interim Director responded that youth are aware that possessing basic skills can help them find employment in the current market, adding that the goal with youth is to connect them to lifelong learning in order to succeed in the job market.



Mr. Said asked about the data from the LMI research being presented to the board to which the Interim Director responded that staff is working on find a reporting system that provides informational snapshots and graphics to more efficiently convey this information to the board.

The final discussion point from the Interim Director was that the Foundation was the recipient of a Bank of America Grant for just under \$10,000 for an internship program placing high school students into banking positions this summer. Currently 4 participants had been identified and these would be placed in San Jose Bank of America branches to learn money management. The program began on June 15<sup>th</sup>, 2014 and the goal is for the participants to be considered future employment candidates. Staff is concurrently teaching participants financial planning. He also noted that Bank of America provided a second grant to fund the Green Cadre program, which is set to begin the week of June 23<sup>rd</sup>, 2014.

**3. Approval of 2014-2015 Budget**

The Interim Director reviewed the proposed budget for FY 2014-2015. The budget was based on \$3.3 million for the period of July 1<sup>st</sup>, 2014 through June 30<sup>th</sup>, 2015 from the City of San Jose Workforce Investment Board to the work2future Foundation. The work2future Foundation will acquire an additional \$300,00 through fund development and leveraging resources to ramp up current staffing to 49 staff. He added that the foundation also needed an additional \$100,000 in matching funds to cover administrative costs that would be incurred.

**Action:** Unanimous approval of the work2future Foundation Budget for FY 2014-2015.

Motion: Rashad Said  
Second: Denise Boland

**4. Approval of 2014-2015 Contract with the City of San Jose**

The Interim Director provided an overview of the contract between the work2future Foundation and the City of San Jose for the period of July 1<sup>st</sup>, 2014 through June 30<sup>th</sup>, 2015. He noted that the most significant changes to the contract were the new performance measures that are required by the state. Additional changes were made to include 4 job fairs per year and 40 specialized recruitments, which the work2future Foundation will carry out in partnership with the Workforce Investment Board Business Services Unit. He also discussed changes to the ETPL provider list due to the new requirements on Cohort and online training.

The Foundation President indicated that On-the Job Training could become more successful through the work2future Foundation due to ease of contracting with employers, stating that the contract with the City of San Jose and the work2future Foundation would eventually require an amendment to allow for additional funds to carry out the program.

**Action:** Unanimous approval of the work2future Foundation contract with the City of San Jose for the FY 2014-2015.

Motion: Denise Boland  
Second: Rashad Said

**5. Approval of Policy to Recruit New Board Members**

The Interim Director gave an overview of the work2future Foundation draft policy to recruit new board members that would represent different business sectors in the Santa Clara area.

**Action:** Unanimous approval of the work2future Foundation Policy for Recruiting New Board Members.

Motion: Denise Boland  
Second: Rashad Said

**6. Approval of Change of Foundation Year**

The Interim Director presented the proposed change of the Foundation year from calendar year to a fiscal year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>. This would make it easier for the Workforce Investment Board and the Foundation to track the Foundation finances.

**Action:** Unanimous approval of the change of the Foundation Fiscal year to beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.

Motion: Rashad Said  
Second: Denise Boland

**B. Set Items for Next Agenda**

- Approval of work2future Foundation Executive Director
- Update on Executive Director recruitment
- Update on Recruitment for New Board Members
- Fundraising Update

C. Announcements: There were no announcements.

**D. Next Meeting**

The next work2future Foundation meeting is tentatively scheduled as a closed meeting to discuss personnel staffing for July 10<sup>th</sup>, 2014 at 5:00 pm at San Jose City Hall.

IV. **PUBLIC COMMENT:** There were no public comments.

V. **ADJOURNMENT:** The meeting was adjourned at 10:58 a.m.

## **III (B) (1)**

### **EXECUTIVE DIRECTOR HIRED**

#### **[DISCUSSION]**

## **III (B) (2)**

### **FINANCIAL UPDATES**

#### **[DISCUSSION]**

**III (B) (3)**

**ON-THE-JOB TRAINING & PROPOSITION 39  
FUNDING**

**[ACTION]**



# Memorandum

TO: work2future Foundation Board  
FROM: David Mirrione  
Executive Director

SUBJECT: Approval of On-the-Job Training  
& Proposition 39 Funding  
DATE: September 18, 2014

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| Approved | Date |
|----------|------|
|----------|------|

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## **RECOMMENDATION**

Board approval to accept the additional \$100,000 to fund On-the-Job Training for FY 2014-2015 from the work2future Board. Pending work2future Board approval at the work2future Board meeting on September 18, 2014 from 11:30 am to 1:30 pm.

Board approval to accept \$88,000 from the work2future Board. Pending work2future Board approval at the work2future Board meeting on September 18, 2014 from 11:30 am to 1:30 pm.

## **BACKGROUND**

### ***On-the-Job Training (OJT)***

In prior years, work2future has funded OJT opportunities for its clients. As a nonprofit entity, the work2future Foundation will be able to circumvent issues with OJT agreements exceeding employer's timeline to hire and train new employees as have the ability to avoid the lengthy agreements utilized to contract with employers.

### ***Proposition 39 Pre-Apprenticeship Grant***

On March 28, 2014, work2future submitted an application for a California Workforce Investment Board (CWIB) Proposition 39 Clean Energy Job Creation grant and on May 2, 2014, the CWIB informed work2future that it has been selected for funding in the amount of \$500,000 for the period from June 1, 2014 to December 31, 2016.

At the September 18, 2014 work2future Board meeting the work2future Board will decide on the recommendation for approval of accepting the CWIB's \$500,000 grant and providing the work2future Foundation with a grant of \$88,000 for case management.

## **ANALYSIS**

### ***On-the-Job Training (OJT)***

In order to better outreach to employers and streamline the contract and payment process,

staff recommends accepting the allocated funding to the work2future Foundation in the amount of \$100,000 for FY 2014-2015. work2future Foundation will seek WIB approval of the Foundation's OJT contract template and payment process prior to implementation. Client eligibility and encumbrances for OJT will still go through work2future's approval process on I-TRAIN.

**Proposition 39 Pre-Apprenticeship Grant**

Under the administrative and fiscal oversight of the City through work2future, the Proposition 39 Pre-Apprenticeship Support, Training and Placement grant will support the coordinated efforts of the Construction Careers Initiative (CCI), a two-county collaboration formed in spring 2013 to address two issues: 1) the lack of clear, widely-known and industry-accepted pathways for youth, veterans, women and underrepresented low-income workers to enter apprenticeship programs; and 2) the challenge of recruiting qualified new workers to meet the needs of an anticipated green construction boom coupled with a coming wave of construction worker retirements.

The partnership between the CCI pre-apprenticeship programs and the local WIBs will significantly increase enrollment with financial support for training and supportive services for WIA-eligible youth, veterans, women, and other underserved workers. In addition, the collaboration between the three local WIBs (work2future Board/Foundation, San Mateo and NOVA) and the working groups in each of the two counties will serve the Silicon Valley construction sector employers who work in both San Mateo and Santa Clara Counties.

The work2future Foundation will receive \$88,000 for participant case management. The grant will also support outreach, recruitment and screening, a work readiness boot camp, and the MC3 pre-apprenticeship training, as well as linkages among local WIBs, building trades organizations, schools, community colleges, Joint Apprenticeship Training Committees (JATCs) and employers.

David Mirrione  
Executive Director

**III (B) (4)**

**PROGRAM UPDATES**

**[DISCUSSION]**



**III (B) (5)**

**UNDEREMPLOYMENT INITIATIVE UPDATE**

**[DISCUSSION]**

## UNDEREMPLOYMENT INITIATIVE

- Three smaller workgroups have been formed:
  - Strategies to address needs of clients
  - Priority focuses
  - Community relationships
  
- MagiaCircle has held two pilot workshops which teach attendees the technical and process requirements to build an application in the cloud from start to finish. The workshops connect job-skill learners to professional leaders/mentors in project-based, hands-on learning with a time-bounded project (in this case a mobile app) using a combination of webinar-type presentations and in-person workshops. Interest has been quite high with approximately 100 clients inquiring about the opportunity.
  - The first workshop had eight enrollees with four actually attending; in the second workshop, seven signed up and three attended. Seven certificates will be issued this week.
  - Verbal after-workshop feedback was very positive; however, converting this feedback into paper comments has proved difficult.
  - Among the lessons learned are:
    - Students benefited from more one-on-one time reviewing the project. The workshop hours and the ability for students to advance to the one-on-one sessions were therefore adjusted for the second workshop.
    - Technical issues arose and will be addressed through more pre-workshop review of student computer systems.
    - More students should be enrolled to compensate for attrition. A cohort of 14 will be the target for the third session.
    - The participating partners have been performed well.

**III (B) (6)**

**RESIGNATION OF OFFICERS**

**[ACTION]**



# Memorandum

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TO: work2future Foundation Board

FROM: David Mirrione  
Executive Director

SUBJECT: Approval of Resignation of  
Board Treasurer & Secretary.

DATE: September 18, 2014

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**Approved**

**Date**

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## **RECOMMENDATION**

Board approval to accept the resignation of work2future Foundation Treasurer Joy Salandanan and Secretary Elizabeth Kaylor.

## **BACKGROUND**

During the development stages of the work2future Foundation, work2future WIB staff was elected to serve as officers of the work2future Foundation Board.

Since the work2future Foundation became fully functional in April of 2014 and the Executive Director was hired this September, the work2future Foundation now has the capability to assign its own staff to serve as officers.

As such, Treasurer Joy Salandanan and Secretary Elizabeth Kaylor are now resigning since they are no longer involved in the oversight of the work2future Foundation.

David Mirrione  
Executive Director

**III (B) (7)**

**NEW OFFICER APPOINTMENTS**

**[ACTION]**



# Memorandum

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TO: work2future Foundation Board

FROM: David Mirrione  
Executive Director

SUBJECT: Approval of New Board Treasurer  
& Secretary Appointment

DATE: September 18, 2014

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**Approved**

**Date**

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## **RECOMMENDATION**

Approve the appointment of work2future Foundation Accountant Susan Vuong as Board Treasurer and Program Analyst Rose Sahagún as Board Secretary.

## **BACKGROUND**

Pending the acceptance of the resignation of Board Treasurer Joy Salandanan and Secretary Elizabeth Kaylor, staff recommends the appointment of work2future Foundation Accountant Susan Vuong as Treasurer and Program Analyst Rose Sahagún as Secretary.

Both staff members passed their probationary period and provide the oversight of the work2future Foundation finances and staffing.

The Foundation Accountant is responsible for compliance of WIA expenditures, completes payroll, and is accountable for vendor payments. The work2future Foundation Program Analyst coordinates work2future Foundation Board Meetings, is responsible for human resources, provides additional oversight of payroll, and approves insurance vendor payments.

David Mirrione  
Executive Director

## **III (B) (8)**

### **FOUNDATION SITE VISITS**

**[DISCUSSION]**

## **III (B) (9)**

### **SET STANDARD AGENDA ITEMS**

**[DISCUSSION]**



**III (B) (10)**

**SET BOARD MEETING CALENDAR FOR  
2014-2015**

**[ACTION]**



# work2future Foundation Board Meeting Monthly Calendar 2014 -2015

| July 2014 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 | 31 |    |    |

| August 2014 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          |    |    |    |    |    |    |

| September 2014 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                | 1  | 2  | 3  | 4  | 5  | 6  |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 28             | 29 | 30 |    |    |    |    |

| October 2014 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| November 2014 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            |    |    |    |    |    |    |

| December 2014 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
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| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 | 31 |    |    |    |

| January 2015 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| February 2015 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 |    |

| March 2015 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         | 31 |    |    |    |    |    |

| April 2015 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    | 1  | 2  | 3  | 4  | 5  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 |    |    |    |

| May 2015 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

| June 2015 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 |    |    |    |    |    |

| Meeting Dates                      |  |
|------------------------------------|--|
| <b>September</b>                   |  |
| <i>Thursday September 18, 2014</i> |  |
| <b>10:00am to 11:30am</b>          |  |
| <b>October</b>                     |  |
| <i>Thursday October 16, 2014</i>   |  |
| <b>10:00am to 11:30am</b>          |  |
| <b>November</b>                    |  |
| <i>Thursday November 20, 2014</i>  |  |
| <b>10:00am to 11:30am</b>          |  |
| <b>December</b>                    |  |
| <i>Thursday December 18, 2014</i>  |  |
| <b>3:30pm to 5:00pm</b>            |  |
| <b>January</b>                     |  |
| <i>Thursday January 16, 2015</i>   |  |
| <b>3:30pm to 5:00pm</b>            |  |
| <b>February</b>                    |  |
| <i>Thursday February 20, 2015</i>  |  |
| <b>3:30pm to 5:00pm</b>            |  |
| <b>March</b>                       |  |
| <i>Thursday March 20, 2015</i>     |  |
| <b>3:30pm to 5:00pm</b>            |  |
| <b>April</b>                       |  |
| <i>Thursday April 17, 2015</i>     |  |
| <b>3:30pm to 5:00pm</b>            |  |
| <b>May</b>                         |  |
| <i>Thursday May 15, 2015</i>       |  |
| <b>3:30pm to 5:00pm</b>            |  |
| <b>June</b>                        |  |
| <i>Thursday June 19, 2015</i>      |  |
| <b>3:30pm to 5:00pm</b>            |  |



# work2future Foundation Board Meeting Bi-Monthly Calendar 2014 –2015

| July 2014 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 | 31 |    |    |

| August 2014 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          |    |    |    |    |    |    |

| September 2014 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                | 1  | 2  | 3  | 4  | 5  | 6  |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 28             | 29 | 30 |    |    |    |    |

| October 2014 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| November 2014 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            |    |    |    |    |    |    |

| December 2014 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 | 31 |    |    |    |

| January 2015 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| February 2015 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 |    |

| March 2015 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         | 31 |    |    |    |    |    |

| April 2015 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    | 1  | 2  | 3  | 4  | 5  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 |    |    |    |

| May 2015 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

| June 2015 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 |    |    |    |    |    |

| Meeting Dates                      |  |
|------------------------------------|--|
| <i>September</i>                   |  |
| <b>Thursday September 18, 2014</b> |  |
| <b>10:00am to 11:30am</b>          |  |
| <i>November</i>                    |  |
| <b>Thursday November 20, 2014</b>  |  |
| <b>10:00am to 11:30am</b>          |  |
| <i>January</i>                     |  |
| <b>Thursday January 16, 2015</b>   |  |
| <b>3:30pm to 5:00pm</b>            |  |
| <i>March</i>                       |  |
| <b>Thursday March 20, 2015</b>     |  |
| <b>3:30pm to 5:00pm</b>            |  |
| <i>May</i>                         |  |
| <b>Thursday May 15, 2015</b>       |  |
| <b>3:30pm to 5:00pm</b>            |  |



# work2future Foundation Board Meeting Semi-Monthly Calendar 2014 –2015

| July 2014 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 | 31 |    |    |

| August 2014 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          |    |    |    |    |    |    |

| September 2014 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                | 1  | 2  | 3  | 4  | 5  | 6  |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 28             | 29 | 30 |    |    |    |    |

| October 2014 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| November 2014 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            |    |    |    |    |    |    |

| December 2014 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 | 31 |    |    |    |

| January 2015 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| February 2015 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 |    |

| March 2015 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         | 31 |    |    |    |    |    |

| April 2015 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    | 1  | 2  | 3  | 4  | 5  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 |    |    |    |

| May 2015 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

| June 2015 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 |    |    |    |    |    |

| Meeting Dates   |
|---|
| <i>September</i>  |
| <b>Thursday September 18, 2014</b><br><b>10:00am to 11:30am</b> |
| <i>December</i>   |
| <b>Thursday December 18, 2014</b><br><b>3:30pm to 5:00pm</b>    |
| <i>March</i>  |
| <b>Thursday March 20, 2015</b><br><b>3:30pm to 5:00pm</b>       |
| <i>June</i>   |
| <b>Thursday June 19, 2015</b><br><b>3:30pm to 5:00pm</b>        |